

Joint Base Lewis-McChord (JBLM)		
Procedure: Environmental Management Review Document ID: EMS-270		
Document Owner: ////ORIGINAL SIGNED////	Approval: ////ORIGINAL SIGNED////	Revision: 3 Revision Date: 24 May 2013
EMS Technical Support	Environmental Division Chief	Original Date: 11 July 2003

PURPOSE

To provide a standard procedure for scheduling and conducting management reviews of the Joint Base Lewis-McChord (JBLM) Environmental Management System (EMS). Implementation of this procedure will ensure that the EMS is periodically reviewed to determine its continuing:

- Suitability to the Joint Base Lewis-McChord mission, vision and culture.
- Adequacy in fulfilling policy and requirements of ISO 14001, and
- Effectiveness in managing and improving environmental performance.
- Continues to provide support for the Installation Sustainability Program

APPLICABILITY

This procedure applies to Joint Base Lewis-McChord top management (Joint Base Commander, Deputy Joint Base Commander), Joint Base Lewis-McChord Organization Chiefs, Organization Environmental Program Managers, and the EMS Management Director/Representatives.

DEFINITIONS

EMS — Environmental Management System.

EMS Management Director — An individual appointed by the Joint Base Commander who, irrespective of other duties, has authority and responsibility for the operation of the Joint Base Lewis-McChord Environmental Management System (EMS).

EMS Management Representative — An individual appointed by a Joint Base Lewis-McChord Organization Chief who, irrespective of other duties, has authority and responsibility for the operation of the organizational Environmental Management System (EMS).

Environmental Goal – Established as part of the Installation Sustainability Program a strategic goal set to establish a focus for organizations on JBLM to contribute to long range environmental progress

Environmental Objective — An annual objective developed by Environmental Program Managers and established in support of Environmental Goals. It provides the focus for organizations and the work force to contribute to achieving the related Environmental Goal. The objective has quantifiable targets where practicable.

Environmental Target — A detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and needs to be set and met in order to achieve those objectives.

Installation Sustainability Coordinator – Individual assigned/appointed by the Joint Base Lewis-McChord Environmental Division Chief who, irrespective of other duties, has authority and responsibility for the operation of the JBLM Sustainability Program.

Installation Sustainability/Environmental Management System-Management Review Board (IS/EMS-MRB) –A board established to meet Army regulatory requirements for an EQCC and the EMS. Topics covered address common regulatory requirements.

Legal Requirements — All laws, regulations, permits, contracts, memorandums of agreement and consent orders applicable to Joint Base Lewis-McChord processes, activities, and services.

Other Requirements — Requirements not identified under Legal Requirements, and standard industry practices (e.g. ANSI, ASTM, MILSPECs) to which organizations subscribes.

Significant Environmental Aspect — An environmental aspect, which has or can have a significant environmental impact.

Significant Environmental Impact — Any potential significant change (determined by company procedure or established criteria) to the environment, wholly or partially resulting from the organization's activities, products or services.

SUPPORTING DOCUMENTS

<u>Document ID</u>	<u>Title</u>
EMS-100	Environmental Management Manual
EMS-210	<u>Identification of Environmental Aspects and Impacts</u>
EMS-215	<u>Development of Environmental Objectives and Targets</u>
EMS-240	Document Control
EMS-250	Monitoring and Measurement
EMS-255	<u>Preventive and Corrective Action</u>
EMS-260	Internal Audit

PROCESS

Responsible		Action
Joint Base Lewis-McChord Sustainability Coordinator	1	Schedule and coordinate quarterly Sustainability Boards which include an EMS management review by the Joint Base Commander (or in his absence, the Deputy Joint Base Commander) and the Joint Base Lewis-McChord Organization Chiefs.
	2	Develop and coordinate the IS/EMS-MRB meeting agendas. The agenda for the IS/EMS-MRB will include items relevant to the Sustainability Program and operation of the EMS and its suitability, adequacy and effectiveness. Agenda topics may include, but are not limited to the following: <ul style="list-style-type: none"> a. Changes to policy and procedures. b. Status of attainment of environmental objectives and targets. c. Communication from external interested parties, including complaints d. Changing circumstances, including legal and other requirements e. Status of preventive and corrective actions f. EMS audit results and trends. g. Environmental performance of the installation. h. Status of completion of action items from previous management reviews. i. Recommendations for improvement.
	3	Record and coordinate follow-up on items for action resulting from the IS/EMS-MRB. If preventive and corrective action is required, the action will be coordinated and implemented per Procedure EMS-255 , Preventive and Corrective Action.
	4	Prepare minutes of IS/EMS-MRB and post the minutes on the Joint Base Lewis-McChord Intranet ISO 14001 web site.
JBLM EMS Coordinator	1	Coordinate input from JBLM organizations for presentation at the IS/EMS-MRB
	2	Provide input to the JBLM Sustainability Coordinator
	3	Brief EMS topics at the IS/EMS-MRB
Organization EMS Management Representative	1	Document internal review of your organization's environmental progress and input to the IS/EMS-MRB.

Responsible		Action
	2	Provide input to the Joint Base Lewis-McChord EMS Management Coordinator as appropriate for the Joint Base Lewis-McChordIS/EMS-MRB.
Organization Chief	1	Attend the JBLM IS/EMS-MRB..
	2	Review and approve the organization Environmental input to the JBLM IS/EMS-MRB.
Joint Base Commander (Deputy Joint Base Commander when Commander is absent)	1	Chair the Joint Base Lewis-McChord IS/EMS-MRB
	2	Review and approve the minutes of management review meetings.
		<i>End of Activity</i>

DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	17 February 2005	Added entries to Supporting Documents. Agenda items for Organizational Management Reviews will be similar to those addressed at Garrison level management reviews. Specified that a quorum of management team members must be present for the meeting to be official.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location.
3	24 May 2013	Updated terminology. Clarified and added definitions. Revised procedures to reflect consolidation of the ISB and EMS MR along with centralizing more requirements within the Environmental Division.